

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
“External Recruitment / Union”**

Position Title:	Office Assistant (Property Valuation Specialist)
Position Number:	58108068
Grade/Salary:	4/\$13.26 – \$14.51/hr DOQ *Training Assignment salary would be 5% less DOQ
Division:	Property Assessment Division
Bureau/Region:	Region 4
Location:	Helena
Status:	Permanent/Full-time
Union:	Yes
Supplement:	No
Closing Date:	December 19, 2008

Accounting skills and Excel spreadsheet experience is a must.

Must possess a valid Montana driver's license. Some travel may be necessary.

Incumbents serve as the initial contact for internal and external customers and are responsible for assisting with the completion and processing of tax related forms. They also perform filed reviews and audits for valuation purposes and maintain all ownership records for ad valorem tax purposes. Work ranges from maintaining tax system information, conducting and finalizing basic desk audits on personal property reporting forms for accuracy, valuation, and compliance, to field audits of personal property, assisting county officials prepare value comparisons, preparing notification when ownership or certificate of survey errors occur, and providing value adjustments. Contacts are primarily with department appraisers, cartographers, Regional Managers, Area Managers, STAB/CTAB, internal and external customers, local, state, federal, and tribal governmental representatives.

Perform field review functions regarding the validity and accuracy of personal property for farm, ranch and business properties; conduct personal property audits for all levels of companies; certify values, mill levies and levy districts to local governments; perform personal property valuation; and represent the Department at appeal hearings on personal property valuation assessments. Incumbents also serve as the initial contact for internal and external customers and are responsible for assisting with the completion and processing of tax related forms. They also perform field reviews and audits for valuation purposes and maintain all ownership records for ad valorem tax purposes.

Work involves the ability to provide timely and effective written, oral and interpersonal communication to customers; and appropriately apply procedures, requirements, regulations, and policies; and demonstrate thorough knowledge and skill of word processing, spreadsheet, database and software applications/programs. Incumbents must demonstrate general knowledge of appraisal methodology for real and personal property valuation and assessment, and ability to research, collect data, and prepare necessary follow-up reports. Incumbents must demonstrate thorough knowledge of general office practices, record management techniques

and methods, have knowledge of theories and practices of accounting, including various accounting systems, and knowledge of the "operation" of legal documents for ownership changes for taxation purposes.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to high school graduation or GED, with post secondary training in business, auditing, accounting, or related field, and three years progressively responsible assessment, appraisal, data processing or related experience. Other combinations of relevant education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$25,000.00 / yr is:

Wages:	\$25,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 1,725.00

Total Average Wage Package \$33,805.00

Application Process and Deadlines

- This job announcement and the Montana State Application form can be found on the Internet at www.mt.gov/revenue.
- All application materials must be received by 5:00 PM on the closing date.
- Application materials may be submitted by sending directly to:
Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604
- Applications can be taken to any Montana Job Service Office and must be date stamped by the closing date, or
- You can fax your application to the Human Resource Office at 406-444-6998. If you fax your application, you will need to call 406-444-9858 to verify all pages are legible
- **Late, unsigned or incomplete applications will not be considered.**

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at www.mt.gov/revenue
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Training Assignment: A training assignment may be considered if an applicant does not meet the minimum qualifications. The salary for a training assignment is typically 5% less than the advertised salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act: In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.